



INSTITUTO UNIVERSITARIO DE INVESTIGACIÓN  
EN ESTUDIOS NORTEAMERICANOS  
"BENJAMIN FRANKLIN"

<b>Course</b>	Internships in Companies
<b>Program</b>	Study Abroad
<b>Credits</b>	3 USA / 4.5 ECTS
<b>Class hours</b>	45
<b>Office Hours</b>	By appointment
<b>Requirements</b>	Intermediate Spanish level
<b>Language of instruction</b>	Spanish / English
<b>Type of teaching</b>	In person

## INTRODUCTION

The internship course is especially designed for those students who want to experience working life in Spain. The course includes hours of practice in the chosen location and workshops that complement the training, on culture and communication with people from another country, as well as how to deal with possible intercultural, communicative and interpersonal conflicts.

This course is a competitive advantage for students when looking for a job, as it demonstrates their work experience and linguistic competence in another country. This experience complements the student's stay in Alcalá, especially when living with a family, as it gives them a complete vision of the culture, both on a personal/family, academic and professional level.

## DESCRIPTION

Students in this course will finish the course highly qualified to develop all the skills related to communication both personally and professionally. An international internship experience can help you in your future career and help you get the job you want after graduation and gain an international perspective.

Internships have many advantages including improving your Spanish vocabulary, intercultural skills and better analyzing your own adaptation to other cultures and ways of life. This unique experience will help you make new contacts and develop a professional and personal network in Spain. Students will be assigned to the internship of their choice.

- The internship may vary in schedule and days depending on the needs of the company or organization.
- The student gets 3 credits (40 hours of internship and 5 hours of workshops on interculturality, teamwork).

## COMPETENCES

### **General Competencies (GC):**

**GC1:** Develop or improve professional and intercultural skills.

**GC2:** Acquire experience in work or community outreach settings

**GC3:** Acquire more in-depth knowledge of a specific sector or job.

### **Specific competencies (SC):**

**SC1:** Improve Spanish language skills and interpersonal and intercultural relations in another country.

**SC2:** To better understand how certain organizations or companies operate in other countries.

## METHODOLOGY

The Internship course is an experiential course in which the student observes, does and evaluates his or her work in the company or organization. The workshops complement the practical experience so that the student acquires a complete theoretical and practical training that enables him/her to work in this cultural environment and learn about the tasks and processes that take place in it.

## PREPARATION FOR CLASS

For the best performance of the course, the student must have a flexible mind to adapt to the needs of the practice.

### Dress code and recommendations

Make a good impression	Make a schedule so you know what needs to be done each day
Dress appropriately	Maintain your energy throughout the semester. Too much enthusiasm in the beginning can overwhelm you, it's best to pace yourself.
Be on time	If what you do doesn't feel like enough of a challenge or not what you expected, talk to your company/organization mentor.
Be positive. This should be one of your characteristics	Make sure you ask for things you can actually do
Follow company rules	Talk to your University mentor if you have problems, questions, comments, etc.
Respect other people's time	Be patient and moderate your expectations, try to adapt so that you get as much out of it as possible.
Read about the company/organization	
Introduce yourself to other colleagues (take notes so you know who is who)	
Ask any questions you have	

### Keep a journal

It will help you learn and remember what you have done. It should include:

1. calendar of activities
2. Questions you have asked each day (No less than three per day).
3. Recall your perceptions. what have you observed? does your knowledge match your practice? what should you learn to work there?
4. Recall your feelings and attitudes. Most people who do internships go through different phases: from observing to feeling part of the group, from boredom and inertia to being fully identified and engaged.
6. Remember the new language learned. Each internship has a specific language that you should learn during the semester and use it with other people in the company/organization.
7. Remember your culture shock and how you are dealing with it. This is fundamental for the success of the experience.

## TASKS

The student must perform the following tasks:

1. Attendance to all workshops and active participation in the workshops.
2. Attendance to practice every day: it is necessary to sign every day the attendance sheet indicating the total hours of practice.
3. Filling out the Evaluation of Practice form at the end of the semester.
4. Make a 4-7-page practicum report. Including:
5. Mission, type of clients, type of services or products offered by the company/organization 6.
  - Your objectives of the internship (why you have chosen it, what you hope to learn, how it can help you in the future).
  - Description of the work you have done, tasks, areas you have worked on
  - Skills and knowledge you have acquired
  - Evaluation and recommendations for the company/organization

## EVALUATION

The evaluation system is based on class participation, both online and face-to-face; attendance and participation in practice, homework and final presentation.

- **Participation** It must be active, i.e., the student should not only ask their doubts, but also make comments and actively participate in the exercises proposed in class both in group and individually. In addition, the student must read the texts assigned by the professor and do the exercises related to the text. The student is expected to demonstrate maturity and responsibility in the classroom so that gestures, passive attitude such as sleeping in class, and having inappropriate behaviors in the classroom may have a negative impact on the grade of this section.

The total percentage of this section is 10%.

### **Internship evaluation** (by internship supervisor)

Each student will have an internship supervisor at the center where he/she will update his/her work. This person will evaluate the student based on a form elaborated by Instituto Franklin-UAH. The total percentage of this section is 60%.

- **Written work.**  
Make a 4-7-page report of the practicum. This would be a model for the final presentation.  
Including:  
Mission, type of clients, type of services or products offered by the company/organization.  
Your objectives of the internship (why you have chosen it, what you hope to learn, how it can help you in the future).  
Description of the work you have done, tasks, areas you have worked on.  
Skills and knowledge you have acquired

Evaluation and recommendations for the company/organization.

The total percentage of this section is 15%.

**Note: If the work is not delivered on the indicated date the student will receive one point less for each day of delay.**

- **Final Presentation (Oral).**

Make a presentation of the practice Including:

Mission, type of clients, type of services or products offered by the company/organization.

Your objectives of the internship (why you have chosen it, what you expect to learn, how it can help you in the future).

Description of the work done, tasks and areas you have worked on.

Skills and knowledge you have acquired

Evaluation and recommendations for the company/organization

Audiovisual Media: PowerPoint, Prezi

The total percentage of this section is 15%.

- **Plagiarism:** research papers should expose students' own ideas. The work of other writers or experts used to support students' ideas must be properly cited. Inappropriate use of someone else's text or work is considered plagiarism. Plagiarism is a violation of academic standards and may result in failure of the paper or even the subject for which the paper was written. In extreme cases it may result in expulsion from the program. Guidelines for writing the paper properly should be provided by the professor.

## EVALUATION

The evaluation of this course is as follows:

PARTICIPATION	10%
FINAL EVALUATION OF THE INTERNSHIP	60%
RESEARCH PAPER	15%
ORAL PRESENTATION	15%

## ATTENDANCE

Class attendance is MANDATORY. If the student is absent for more than the allowed limit (one class absence in the summer program and two absences in the fall and spring programs), the final grade will reflect a decrease of 10 points for each non-attendance that has not been excused by a doctor's certificate or by your Program Director. It is the individual responsibility of the student to make up any missed content about the subject taught in class the day the student was absent.

## STUDENTS WITH SPECIAL NEEDS

Students with special needs should contact Antonio Fernández: [antonio.fernandezm@uah.es](mailto:antonio.fernandezm@uah.es) Instituto Franklin-UAH can accommodate these students who show through a medical note or a note from their academic advisor that require help in order to fulfill the program.

## USE OF TECHNOLOGY IN CLASS

Technology in the classroom is essential today. However, if used inappropriately, it can be detrimental to student learning. For example, checking email, chatting with other users, surfing the web for purposes other than class content, etc... Misuse of these tools can also distract other classmates, so only taking notes on the computer is allowed. For any other use, permission must be requested from the teacher.

## CLASS SHCHEDULE

	CLASS TOPICS	ASSIGMENTS
	Introduction to the course. Presentation of the program.	"ice breakers Read the schedule
	Institutional visits and meetings.	Set schedule, expectations, introduce center and staff, final decisions about student participation
	Supervision of the practice, doubts, questions, comments. Interculturality	Spanish and U.S. cultural workshop Hofstede's Dimensions
	Supervision of the internship, doubts, questions, comments.	Review of Hofstede Culture and behavior comparisons

	Supervision of the internship, doubts, questions, comments.	Curriculum Vitae and "Resumé"
	Practice supervision, doubts, questions, comments.	Resume reviews Presentations
	Supervision of practice, doubts, questions, comments.	Interviews in Spanish
	Supervision of practice, doubts, questions, comments.	The culture shock curve: Where are we?
	Supervision of practice, doubts, questions, comments.	How am I adapting: positive and negative aspects of my experience? Students present their perceptions.
	Supervision of practice, doubts, questions, comments.	

## BIBLIOGRAPHY

"Compare Countries." *Hofstede Insights*, [www.hofstede-insights.com/product/compare-countries/](http://www.hofstede-insights.com/product/compare-countries/).

"Contact the EU." *Work in Europe | Europass*, [europa.eu/europass/en/work-europe](http://europa.eu/europass/en/work-europe).

Europass Österreich, Nationalagentur Lebenslanges Lernen/OeAD (Österreichische Austauschdienst)-Gesellschaft mit beschränkter Haftung. "CV." *Europass*, [www.europass.at/en/what-is-europass/cv/](http://www.europass.at/en/what-is-europass/cv/).

"Hofstede's Cultural Dimensions Theory - Overview and Categories." *Corporate Finance Institute*, 1 June 2020, [corporatefinanceinstitute.com/resources/knowledge/other/hofstedes-cultural-dimensions-theory/](http://corporatefinanceinstitute.com/resources/knowledge/other/hofstedes-cultural-dimensions-theory/).

## WE SPEAK ONLY IN SPANISH / ENGLISH depending on the practice

In the class we will only speak in Spanish. The use of English in the class would prevent the total immersion of the student in the Spanish learning process. In addition, it is important to note that in order to understand and enjoy the class we ask you to make an additional effort to adapt terminology with the sole purpose of familiarizing you with the characteristic languages of the subject. For a better understanding of the class we recommend a high level of Spanish.